

**OFFICIAL MINUTES FOR THE  
BLACK CANYON CITY WATER IMPROVEMENT DISTRICT  
JANUARY 25, 2022 REGULAR AND REORGANIZATION BOARD MEETING**

Chair, Dave Moore called the meeting to order at 5:04 PM.

Roll Call showed a quorum with the following Board Members present:

Dave Moore, Chair; Dorothy Moore, Treasurer; Jed Carter, Vice Chair/Acting-Secretary

Unable to attend: Jeremy Brueckner, Member-at-large

Note: There is still 1 Board Vacancy

Also in attendance from Management– Sarah Hrabina and Bob Hanus

Public: None

The Chair asked for the customary **moment of silence**.

**Agenda Item #3 Board Member Reports**

Dave Moore reported the postings made to BCCWID website and the BCC Bulletin Board on Facebook.

**Agenda Item #4 Reorganization of Board Positions**

The Board members discussed the positions with all Board members continuing in the positions currently held: Chair, Dave Moore; Vice Chair, Jed Carter (also Acting Secretary until such time as there is a new appointee; Treasurer, Dorothy Moore; Member-at-Large, Jeremy Brueckner. There is one (1) Board position still open. The Chair also noted ALL Board members are authorized check signers on behalf of the District and new signature page would be signed and forwarded to Yavapai County. On motion by Jed Carter, seconded by Dorothy Moore the slate of officers and authorized signers for the Water District for the calendar year 2022 was unanimously approved.

**Agenda Item #5 Approval of 12/28/21 Regular Board Meeting**

The Dec. 28, 2021 Regular Board Meeting minutes were reviewed. Two (2) minor revisions were noted. Dave Moore moved to accept the minutes with revisions noted and Jed Carter seconded the motion. Upon vote, the revised minutes from the Dec. 28, 2021 Regular Board Meeting were approved unanimously.

**Agenda Item #6 Approval of Treasurer's Financial Reports as of 12/31/21**

Treasurer Dorothy Moore presented a recap of the 12/31/2021 Financial Management Report:

<b>Account</b>	<b>Beginning</b>	<b>Ending</b>	<b>Change</b>
General Fund	\$ 53,480.59	\$ 62,115.28	\$ 8,634.69+
Security Deposits	\$ 47,085.00	\$ 47,085.00	\$ -0-
Impact/Capital Fund	\$ 92,961.31	\$ 101,659.84	\$ 8,698.53+
Arsenic Sinking Fund	\$ 69,587.89	\$ 74,610.40	\$ 5,022.51+
Recap/Bank of the West	\$ 31,696.48	\$ 27,271.97	\$ 4,424.51-
<b>Account Totals =</b>	<b>\$ 294,811.27</b>	<b>\$ 312,742.49</b>	<b>\$ 17,931.22+</b>

Cash Management	Deposits	\$ 47,478.01 +
GJ Adjustments:		
Less: NSF CK + Fees (2)		\$ ( 145.17)
Less: Monthly Scanner Fee		\$ (45.00)
Less:		
Cash Management	Deductions/checks	\$ (29,356.62)
	<b>Net Gain/(Loss)</b>	<b>\$ 17,931.22+</b>

Dec. billing totaled \$43,001.35. Water consumption for the month was reported at 4,203,000 gals. compared to 4,559,000 gals. for the previous month. The Dec. 2020 comparison was 4,165,000 gals. Total gallons billed for the fiscal year-to-date 2021/22 was 29,522,000 gallons (6 mos.) with comparison to previous fiscal year-to-date 2020/21 of 31,184,000 gallons. The financials include Quick Books

**Agenda Item #6 Approval of Treasurer's Financial Reports as of 12/31/21 (con't)**

invoices #2958 to #2971 and In-Hance Audits #19,501 through #19,577 with the accounts receivable in both In-Hance and Quick Books balancing at \$28,826.49

Review of all audit adjustments was done – delinquent & penalty fees posted; final reads/refund security deposits; re-read/corrections; turn-ons/turn-offs; No impact fees were collected in Dec.;

Monthly General Journal Entries for approval were attached.

Respectfully submitted by Sarah J. Hrabina, Management and approved by Dorothy Moore, Treasurer.

Jed Carter moved to accept the Dec. Financial Report as presented and Dave Moore seconded the motion. Upon vote, the motion carried unanimously.

**Agenda Item #7 Operations Report for Approval as of 01/21/2022**

Bob Hanus provided a recap of his Operations Report submitted to the Board with 25 work orders completed out of 25 total. 25 Blue Stakes were marked; and 44 Pink Slips issued to past due customers. Monthly bac-t samples were negative. It was reported water samples remain stable. A number of repair leaks were reported and pressures were checked to be sure there were no pump issues. The most likely cause was the week of rain and ground movement caused by the rain and cold weather.

The altitude valve at the April Site is still on order requiring Management to visit twice daily to verify water levels are sufficient along with the Indian Hills tank, which was reported last month as showing signs of failure. Bob noted his concern and attended a workshop on how to rebuild valves. Additional discussion followed including Management's cost research to replace the Indian Hills altitude valve being \$10,000.

Re-building costs would be significantly less and it was also noted that Dana Kepner provided a company that provides the re-build services. The Board agreed Bob should look into it for both tanks and would be a District cost. The valve on order (since July) could be put in stock for backup should the re-builds be done first. GOA#3 is near ready to put online for final inspection by NCS. Management indicated they did not get the plumbing work completed due to the hours spent on repairing leaks this month.

Bob also reported he and the Chair had a meeting with NCS discussing potential grants. Additional discussion followed regarding if grants require repayment, be matched with District funds and other factors such as the Davis-Bacon Act and prevailing wages requirements. Follow-up is needed.

Discussion also included keeping an eye on the arsenic level at GOA and thoughts on a blending tank.

Dave Moore moved to accept the Operations Report and Jed Carter seconded the motion. Upon vote, the Operations Report from Bob Hanus was approved unanimously.

**Agenda Item #8 Update on Merchant Bank Card Services**

The Chair called upon Sarah Hrabina for the update. Sarah reported the service has not been implemented as yet but expects to be up and running shortly.

No Board Action Required or Taken; Informational Only

**Agenda Item #9 Management's Intent on Continuing Contract Beyond July 2022**

The Chair called upon Sarah Hrabina for the Office Management contract. Sarah indicated she was willing to renew for a one-year period. It was noted the current contract covered a 5-yr period and postage and rent, for example, have increased. Although contract amount was not asked for, Sarah indicated the Board would need the numbers for the upcoming budget meetings.

Bob Hanus also indicated he was willing to continue the Operations/Field Management contract.

Additional discussion followed regarding structure, possible caps put in place on certain services and length of term. The Chair indicated he might be open to some restructure but would not be in favor of an a la carte type fee structure.

No Board Action Required or Taken; Informational Only

**Agenda Item #10 Budget Committee Discussion and Formation**

The Chair opened the discussion noting the committee consists of Sarah/Office Management, 2 Board members and several members of the Public although we are lucky to find 2 willing to serve. Dorothy, as Treasurer will serve and Jed Carter agreed to serve. Dave indicated if we needed a substitute, he would be available and he would contact and find willing members of the public. The Committee will plan on meeting in March.

**Agenda Item #11      Pubic Call      -None-**

With no further business to come before the Board, the Chair adjourned the meeting at 6:13 PM.  
The next Regular Board meeting will be Feb. 22, 2022.

**Certification:**

I, Sarah J. Hrabina, certify that the Agenda for the Jan. 25, 2022 Regular and Reorganization Board Meeting was publicly posted at the Black Canyon City Post Office Bulletin Board, on Jan, 20, 2021, on or before 4:30 PM.

*Sarah J. Hrabina*  
Sarah J. Hrabina

**ATTESTED:**

I, Jed Carter, Vice Chair/Acting-Secretary for the Black Canyon City Water Improvement District certify that the minutes are true and correct to the best of my knowledge and belief.

Respectfully submitted,

*Jed Carter*  
Jed Carter, Acting-Secretary

Transcription of the minutes was completed by Sarah Hrabina on 01/27/2022.  
A full recording is available